

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of September 23, 2014**

- I. **ROLL CALL.** Select Board Chair John Quinn III, Selectmen Kevin T. Beal, Brad Denny, Dennis Donahue, Lynn Doney, Matthew Gadbois, Kenneth W. Goslant (absent), K. David Maxwell, and James R. Wilson. Also present were Town Manager Jeffrey Schulz, Acting Clerk Kenneth McCann, James Secor (Northfield Teen Center), Colleen Oster (Northfield Teen Center), John Stevens (Brown Public Library Trustee), and Kathleen Lott (*Northfield News*).

Chair Quinn called the meeting to order at 7:00 p.m.

- II. **PLEDGE OF ALLEGIANCE** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. **SET/ADJUST AGENDA.** There was no change to the posted agenda.

- IV. **PUBLIC PARTICIPATION (SCHEDULED)**

- a. **James Secor, Director, Northfield Teen Center.** Mr. Secor asked to address the Select Board in order to provide an update on the Teen Center's activities as well as a fundraising event planned for next spring. He is joined tonight by Colleen Oster, who is an AmeriCorps volunteer working with the Teen Center. Mr. Secor reported that over the past year the Teen Center has seen an increase in both daily attendance and the number of "repeat visits." He estimated that there are about twenty (20) local youths who attend fairly regularly. Mr. Secor added that the Teen Center tries to increase its enrollment through various outreach activities including monthly presentations at the Northfield Middle/High School and social media such as Facebook, the Front Porch Forum, etc. He then listed the programs available at (or through) the Teen Center, such as Aikido classes, hiking trips, gardening, board game/movie nights, etc. The Teen Center currently is open Mondays through Thursdays from 2:00 p.m. to 6:00 p.m. and from 3:00 p.m. to 10:00 p.m. on Fridays. Although there are daily programs, the Teen Center also provides "drop-in space" to local youth aged 13 to 18 years old. The majority of its funds come from the Washington County Youth Services Bureau but the Teen Center also applies for grant funds and conducts fundraising activities throughout the year. A current grant is from the Vermont Children's Trust Foundation and is for \$15,000 the first year with a total amount of \$40,000 over three (3) years. Mr. Secor stated that their next major fundraising activity will be a half-marathon and 10K race planned for next spring. Tentatively scheduled for Saturday, April 25, 2015, the Hill Hustle Half and 10K" would begin on Vine Street near the Northfield schools, go west along Union Brook Road, and then traverse backroads before returning to Vine Street. Mr. Secor has been working with Police Chief James Dziobek and the insurance company on the initial planning stages. Pressed for a monetary goal, Mr. Secor stated that \$5000 seemed about right (the final figure depending on the number of runners taking part) but he felt that even if that amount was not reached, the fundraising could not be considered a failure if it allowed for the establishment of a network of local contacts for future efforts. In addition to the runners, volunteers would be recruited to staff water stations, etc. Mr. Secor stated that their next community event would be the "Fall Camp Day" on Friday, October 3, 2014. Local youth will be going out to help with a community cleanup effort by raking leaves, picking up trash, etc. Chair Quinn and the other Selectmen thanked Mr. Secor and Ms. Oster for their efforts and wished them well for their future Teen Center plans.

- V. **APPROVAL OF MINUTES**

- a. **September 9, 2014 (Regular Meeting).** Motion by Selectman Donahue, seconded by Selectman Beal, to approve the minutes. **Motion passed 5-0-3, with Selectmen Gadbois, Quinn, and Wilson abstaining.**

- VI. **APPROVAL OF BILLS**

- a. **Warrant #07-15.** Motion by Selectman Beal, seconded by Selectman Donahue, to approve Warrant #07-15 in the amount of \$206,018.36. Chair Quinn asked about a payment to replace damaged school equipment. Manager Schulz stated that last winter the Highway Department accidentally dumped snow on two (2) soccer goal nets. One was destroyed and the Town agreed to replace it. The Highway Department will not be dumping snow in that area in the future. Selectman Gadbois asked why more tire chains were being purchased at this time. Manager Schulz stated that according to Road Foreman Ray Hudson, the tire chains bought earlier this year were worn out and needed to be replaced. The new ones should last about twice as long as the old ones. **Motion passed 8-0-0.**
- b. **Bi-Weekly Payroll through September 14, 2014.** Motion by Selectman Donahue, seconded by Selectman Maxwell, to approve the bi-weekly payroll in the amount of \$70,387.54. Selectman Gadbois would like clarification on why Police Department part-time and overtime expenses seem to have gone up in recent weeks. Manager Schulz will look into this. **Motion passed 8-0-0.**

VII. SELECT BOARD

- a. **Brown Public Library Roof Repairs RFPs.** Manager Schulz has been working with Brown Public Library (BPL) Trustee John Stevens on sending out the RFPs and then reviewing the two (2) proposals received. He and Mr. Stevens met with representatives from DeWolfe Engineering Associates and from Knight Consulting Engineers to determine their ability to perform the work. Since the bid amounts received are roughly the same (about \$3500), Manager Schulz and Mr. Stevens found it difficult to choose between these two qualified firms. However, since DeWolfe Engineering Associates has more experience in this specific type of work, it was their recommendation to hire them. Mr. Stevens added that neither firm could provide hard figures on how much it will cost to repair the roof until it has been fully inspected. He added that hiring an engineering firm does not fix the roof but will create a plan for doing so. Manager Schulz would like a \$4000 cap set for the engineering work, which is less than the \$4300 currently budgeted for this purpose. Chair Quinn asked if the RFP specifications required that the existing slate roof be maintained. Manager Schulz stated that there was an option to install a metal roof if repairing the slate roof proved to be cost prohibitive. Motion by Selectman Donahue, seconded by Selectman Maxwell, to hire DeWolfe Engineering Associates to perform structural engineering services to determine the optimal way to repair the BPL roof with a \$4000 cap limit. **Motion passed 8-0-0.**
- b. **Draft Tax Stabilization Agreement Policy.** Manager Schulz noted that there will be a Special Town Meeting by Australian Ballot on Tuesday, November 4, 2014. The only article on the ballot is a request for voter authorization to allow the Select Board to "enter into tax stabilization contracts..." The Economic Development Committee (EDC) has drafted a policy that Manager Schulz would like approved before the election so that voters can review it and fully know what they are voting on. He added that it is a fairly standard policy similar to those adopted by other Vermont communities. Chair Quinn said that he and the other EDC members put a lot of effort in determining the correct tax stabilization percentages, their relation to specific job creation goals, etc. Selectman Beal supports the concept but feels that the ADA compliance requirement in the current draft is too restrictive. Manager Schulz would like the Selectmen to review the draft and forward any questions or concerns to him. He would like the policy formally approved at the next regular meeting (10/14/14).
- c. **Economic Development Committee Meeting.** The EDC will hold its next meeting on Wednesday, September 24, 2014, at 6:00 p.m. in the Municipal Building.
- d. **Public Hearing (Town Traffic Ordinance): Tuesday, October 14, 2014, 7:00 p.m.** This public hearing will be to obtain public views regarding the proposed ordinance that would combine the former Northfield Town and Northfield Village traffic ordinances into one document. The only substantive change would be to expand the current weekday two-hour parking restrictions on Depot Square to include the spaces around the interior common.
- e. **Public Hearing (Special Town Meeting): Tuesday, October 28, 2014, 7:00 p.m.** This public hearing will be to obtain public views regarding the Special Town Meeting (11/04/14) that requests voter authorization for tax stabilization agreements (see above).

VIII. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS

- a. **Planning Commission Special Meeting.** Selectman Donahue noted that the Planning Commission would be meeting next Monday night (09/29/14) to determine if there is any public interest in amending the recently approved Northfield Town Plan.
- b. **Town Backhoe.** Selectman Gadbois noted that the Utility Department currently reimburses the Highway department \$5000 annually for use of its backhoe. He would like to know the number of hours on the machine, etc. in order to determine whether this annual payment was appropriate or too low. Manager Schulz will get this information.

IX. **TOWN MANAGER'S REPORT.** Manager Schulz recently had provided the Select Board with an emailed report of his activities, etc. Chair Quinn was very grateful for the amount of detail in the report.

X. **PUBLIC PARTICIPATION (UNSCHEDULED).** There was none.

XI. **ADJOURNMENT.** Motion by Selectman Beal, seconded by Selectman Denny, to adjourn. **Motion passed 8-0-0.**

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the Select Board Meeting of October 14, 2014.